

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1635

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Agency Maryland Department of the Environment

Division/Unit Air &
Radiation Management
Administration

Item No.	Description	Retention
	This schedule supersedes schedule #1476 dated January 21, 1993 and items 12.0 - 12.4 inclusive dated April 10, 1984 of schedule #984.	
	Records pertaining to the Asbestos and Industrial Hygiene Program	
1.	<u>Asbestos Management Plans:</u> Records consist of a list of schools required to submit asbestos management plans to the State and the approval status of the plans as contained in hand-written log books.	Permanent. Transfer periodically to Maryland State Archives.
2.	<u>School Asbestos Occupations Training Files:</u> Records consist of lists of persons trained in school asbestos occupations, and include photo I.D.'s, training provider applications, correspondence, etc.	Retain four (4) years then destroy.
3.	<u>Asbestos School Hazard Abatement Act (ASHAA) Grants:</u> Records consist of applications for grants under ASHAA.	Retain three (3) years then destroy.
4.	<u>Indoor Air Quality Files:</u> Records consist of correspondence pertaining to indoor air quality received from the private sector as well as local, state and federal agencies.	Retain five (5) years then destroy.
5.	<u>Asbestos Oversight Committee</u> Records consist of historical documentation of the functions of the Governor's Asbestos Oversight Committee established by Executive Order .01.01.1987.23 including: minutes, asbestos management planning and asbestos hazard abatement budgeting.	Permanent. Transfer periodically to Maryland State Archives.
6.	<u>Monitoring Records:</u> Medical records of state employees who work with asbestos, including physician exams and x-rays. Files must be kept thirty (30) years after last date of individual's state employment. Files are currently kept by contractual medical exam provider. Upon transfer to archives, restricted access is requested.	Permanent. Transfer periodically to Maryland State Archives.
7.	<u>Asbestos:</u> A special file on asbestos removal, including inspection and survey reports, site assessments, project design and specifications, drawings, pictures, and other audio-visual materials, as well as related documents.	Retain five (5) years. Transfer to State Records Center for an additional ten (10) years, then destroy.
7.1	<u>General:</u> Material concerning asbestos removal, sources and programs. Also, contains applicable correspondence, memoranda, reports, etc.	Same as Item 7 above.
7.2	<u>Roadway/Construction:</u> Reports, correspondence, memos concerning natural asbestos content, etc.	Retain five (5) years, then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 10/04/94

Signature Frank Whitehead

Typed Name Frank Whitehead

Title Program Administrator II

Schedule Authorized by State Archivist

Date _____

Signature _____

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 1635

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Agency Maryland Department of the Environment

Division/Unit Air &
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Item No.	Description	Retention
7.3	<u>Demolition:</u> Records pertaining to enforcement and related activities, including asbestos removal techniques, violations, correspondence, reports, memos, regulation development, etc.	Permanent. Transfer periodically to Maryland State Archives.
7.4	<u>Renovation:</u> Records pertaining to enforcement and related activities, including asbestos removal techniques, violations, correspondence, reports, memos, regulation development, etc.	Permanent. Transfer periodically to Maryland State Archives.
7.5	<u>Regulation Development:</u> Background information, justifications, drafts, etc.	Retain five (5) years, transfer to State Records Center for an additional five (5) years, then destroy.
7.6	<u>Contractor's License Files:</u> Original applications, license copies, worksheets, penalties, corporate records, etc.	Permanent. Transfer periodically to Maryland State Archives.
7.7	<u>Asbestos Training Records:</u> Reports, correspondence, course development, certifications, training manuals, audio visual material, attendance data, examinations and summaries, etc.	Retain five (5) years; transfer to State Records Center for an additional five (5) years; then destroy.
7.8	<u>General Industrial Hygiene and Safety:</u> Information, reports, correspondence, etc. pertaining to the identification, evaluation and control of chemical and physical hazards or potential hazards in the occupational and non-occupational environment.	Retain five (5) years, then destroy.
7.9	<u>Administrative Records:</u> Contract solicitation, bids and agreements, correspondence, memos, reports, etc., budget information and requisitions, etc., personnel files including policies, procedures, performance evaluations, etc.	Retain five (5) years. Transfer to State Records Center for five (5) years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Maryland Department of the Environment		2. DIVISION Air and Radiation Management		3. UNIT Asbestos and Industrial Hygiene Program	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Contractor's license files.				5. EARLIEST YEAR / LATEST YEAR <u>1984</u> TO <u>current</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Original applications, license copies, worksheets, penalties, corporate records, etc.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>20</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>Never</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2nd flr., Bldg. 40, Asbestos & Industrial Hygiene Office area		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Control number of license is <input checked="" type="checkbox"/> Yes <u>used in a word</u> <input type="checkbox"/> No <u>perfect index file.</u>		18. RECOMMENDED RETENTION Permanent			
19. NAME AND TITLE OF PREPARER <i>Frank D. White</i> Program Administrator II		20. TELEPHONE NUMBER (410) 631-3200		21. DATE 10/04/94	